

Meeting Notes Template

Purpose

This template may be used to take meeting minutes and capture action items that are to be completed from your meetings.


Outcomes

Complete this worksheet at meetings to:

- document discussions and agreements;
- write down action items;
- identify who is responsible for completing action items; and
- record the due date of action items.

Instructions

Use this template during your meetings to record meeting information. Be sure to include the date and subject in your meeting in the file name for future reference.

A photograph of a meeting in progress. Several people are seated around a table, looking at documents. The room has a whiteboard and framed pictures on the wall. A quote is overlaid on the left side of the image.

“For it is not light that is needed, but fire; it is not the gentle shower, but thunder. We need the storm, the whirlwind, and the earthquake.”

Frederick Douglass, abolitionist leader



ACTIVITY: Meeting Notes

Timekeeper:	Insert your team name here:
Recorder:	
Facilitators:	Insert date of meeting here:

MEETING NOTES			
Topic	Discussion and Agreements	Action Item	Responsible Person and Deadline